



DepEd – DIVISION OF QUEZON

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Page 1 of 1



August 2, 2018

DIVISION MEMORANDUM

DM No. 218, s. 2018

REITERATION ON PROPER REPORTING PROCEDURES OF STOLEN DEPED COMPUTERIZATION PROGRAM (DCP) PACKAGES AND OTHER COMPUTERIZATION PROGRAM FROM STAKEHOLDERS

To: Public Schools District Supervisors, Public Elementary/Secondary School Principals, District/School ICT Coordinator/Computer Laboratory Manager, District/School Property Custodian and all others concerned

1. In reference to Regional Memorandum No. 415 s. 2018 entitled "**Submission of Report on Stolen DepEd Computerization Program (DCP) Equipment in Schools**", this Office reiterates the proper reporting procedures a concerned school head must apply for any incident of theft or robbery on DCP and other computerization program such as Governor Suarez Computer Literacy Program, CICT iSchools Project and DTI-PCPS.
2. In any case, the incident must be reported together with the following documents within 72 hours to the Office of the SDS thru the Records Section:
 - a. Cover Letter
 - b. Incident Report
 - c. Barangay Blotter
 - d. Police Report/Blotter
 - e. Police Investigation
 - f. Incident Report with picture and caption
 - g. Precautionary measures of the school before and after the incident with picture and caption
 - h. Plan of action of the school on how to recover the stolen ICT equipment.
3. For DCP report, the school head must provide 5 copies in long folder for submission to the following: (a) ICTS Central Office, (b) Regional Legal Unit, (c) Regional ICT Unit, (d) Division ICT Unit and (e) Commission on Audit. For other donors such as Governor Suarez Computer Literacy, CICT and DTI, provide 3 copies for submission to the following: (a) Division Legal Unit, Division ICT Unit (c) Concerned Office.
4. School Heads are also advised to submit pertinent documents stated above together with copy of Delivery Receipt (DR) and Inspection and Acceptance Receipt (IAR) to the Commission on Audit requesting for relief of accountability not more than 30 days upon the incident.
5. Immediate dissemination of this Memorandum is desired.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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